

CIA INTERNAL USE ONLY

OFFICE OF TRAINING

NOTICE

NO. 31-59

20 November 1959

SUBJECT: Records Management

1. At a recent DCI Staff Meeting the Chief, Management Staff made a presentation regarding management of records within the Agency with particular references to disposition of records. The problem is particularly important in view of the need to reduce to a minimum the number of files required in the new building so that maximum utilization of space is possible.

2. The general guide lines to be followed in approaching this problem are:

a. Severely question the amount of records which are scheduled for retention at Headquarters for any length of time.

b. Challenge the dates of retention for all records at the Records Center.

c. Challenge that disposition which says: "Hold indefinitely - destroy when no longer needed."

3. I would like each of you to give serious consideration to this problem. [REDACTED] Area Records Officer/OTR, will be in contact with you to provide guidance and assistance in revising the current Records Control Schedule of the Office of Training and in reducing the amount of material retained at Headquarters and at the Records Center.

4. As a corollary to this problem, I believe we can seriously consider reducing the volume of memoranda and other papers originating within OTR. Much more of our intra-office business can be handled by telephone and personal discussions followed by brief memoranda for the record when necessary.

[REDACTED]
ACTING DIRECTOR OF TRAINING

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